



City of Austin - JOB DESCRIPTION



Airport Operations Specialist

FLSA:	Standard/Non-Exempt	EEO Category:	(50) Para-Prof
Class Code:	10405	Salary Grade:	XA4
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Provide a safe and secure environment for the traveling public, Austin-Bergstrom International Airport and City of Austin employees, and neighboring community by recognizing and responding to violations of local, state, and federal laws and ordinances.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Prevents introduction of weapons, bombs, explosives, and other devices, by performing frequent patrolling of airport property and surrounding areas, conducting safety and security training, responding immediately to airport security breaches and alarm violations.
2. Inspects facilities and ensures safe operating conditions
3. Enforces federal, state, and local laws, regulations, and ordinances by issuing citations, warnings, notice of violations, and conducting inspections.
4. Monitors airport activities, inspects airport property and facilities and uses security tools and equipment and processes to identify and deter potential threat elements.
5. Responds to medical, fire, hazardous materials, disturbances, security violations, aircraft alerts and crashes, burglaries, alarms, and other emergencies as necessary and implements emergency plans.
6. Investigates accident scenes to include, interviewing suspects and witnesses, following-up on accidents/incidents by contacting witnesses, gathering and sharing information, etc.
7. Provides training and classroom instructions on a variety of subjects relating to airport operations and security. Writes technical reports.
8. Recommends improvements to supervisors and management.
9. Provides customer service to the general and traveling public, Austin-Bergstrom International Airport and City of Austin Employees, other governmental agencies by performing duties such as providing escort services.

Responsibilities - Supervisor and/or Leadership Exercised:

May perform supervisory duties.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of airport operations.

Knowledge of Federal, State and local laws.

Knowledge of city practice, policy and procedures.

Knowledge of safety practices and procedures.

Knowledge of policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property and data.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in planning and organizing.

Ability to quickly recognize and analyze irregular events.

Ability to work with frequent interruptions and changes in priority.

Ability to stay informed of airport operational and security issues.

Ability to work with frequent interruptions and changes in priorities.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with major coursework in Criminal Justice, Aviation Management, Airway Science, Public Administration, Business Administration, or related field. OR

Four (4) years of experience in the U.S. Military Services, peace officer, airport operations, or other security related field.

Any combination of the above

Licenses and Certifications Required:

Valid Texas Class "C" Driver's License

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances required to work at an airport.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.